No. LI May 2002

FORRESTAL GARAGE PARKING TIPS & SUGGESTIONS FOR OUR CUSTOMERS

Repainting Parking Lanes and Directional Lines



Parking lanes in the garage are scheduled to be repainted in the near future. Also, the directional lines painted on the garage floor will be repainted. The purpose of these lines are to control and enhance the orderly flow of traffic moving throughout the garage. Garage attendants have observed cars traveling in the wrong direction, especially traffic exiting the garage. Driving against the normal flow of traffic is a tremendous safety hazard. Tickets will be issued to violators. Please follow directional lines and prevent an accident from happening.

Tips for Parking Permit Holders



Weekend Parking

All DOE employees may park in the Forrestal parking facility after 5:00pm on weekdays and all day on Saturday, Sunday and holidays. On the weekdays, non-permitted vehicles must be removed by 6:30am. In order to enter the garage, each vehicle must have someone who has a DOE issued badge.

Parking Permit Sales

Monthly permit sales will be issued the last four working days of the month of each month and the first three working days of the new month. The parking booth will be open to sell permits between the hours of 8am through 3pm. May permits will go on sale April 25th and the last day to purchase your permit will be May 3rd. To reduce the wait time at the booth, we ask that permit holders please have their authorization card, proper government identification and old permit in hand.

Reminder

Please pay close attention to the departure time in the lane you parked in. There have been many changes and the attendants are noticing that people are parking where government parking is assigned and lane times have changed. It is expected that several more will be needed in the near future.

For your information the changes that have occurred are: lane number 201 has been changed from a 5:00 departure lane to a Government Vehicles lane and lane number 223 has been changed from a 5:00 departure lane to a Security Vehicles Only lane.

It is anticipated than lane 76 which is currently a 3:30 departure lane will be changed to a Security Vehicles Only lane. Lanes 75 and lane 73 which is currently a 5:00 departure lanes will be changed to 3:30 departure lanes.

Please direct any feedback or suggestions to Byron Deegan at 6-9285.

SEET and Car Pool Membership

The following represents the general rules and procedures which govern application for membership in the Parking Management and

SEET programs:

1. The Parking

Management and SEET databases are linked. Thus, membership in a DOE car pool, whether permit owner or rider, will result in a

SEET database "block" on a SEET application. Likewise, membership in SEET will result in a Parking Management database "block" on a DOE parking permit application.

2. Deletion from either the Parking Management database or the SEET database must be requested in writing by the member/applicant. Requests for deletion from either program must be finalized prior to the submission of a Parking Management or SEET application.

3. Requests for deletion from the Parking Management database should be made via email to Gwen Moten and Charvonne Burnett or through interoffice mail to:

Parking Management Office, ME-41

Room 1G-059

Forrestal Bldg.

Every effort will be made to process such requests within a day of receipt.

4. Requests for deletion from the SEET database or questions regarding the SEET program, should be submitted to Jim Rowe, ME-353, HQ Employee/Labor Management Relations.

Questions about Parking

If you have any questions about Forrestal
Parking Garage, please call
Charvonne Burnett or Gwen Moten
on 586-4271.

You may also contact Byron Deegan at 586-9285 with your feedback & suggestions. We appreciate customer feedback and all suggestions to make our Forrestal Garage a safer, more user-friendly facility.

